

CCC CALIFORNIA CONSERVATION CORPS

1719 24th Street, Sacramento, CA 95816

Career Opportunity

March 25, 2016

16-74



- Do you want to make a positive, significant difference in the lives of citizens in communities throughout California?
- Do you want to directly improve the lives of citizens in the State of California through the implementation of vital environmental restoration projects?

Then the California Conservation Corps (CCC) has the job for you!

The CCC is a dynamic organization committed to developing young men and women by challenging them to complete a year of public service and conservation-related work. Employees of the CCC are leaders who inspire, educate and challenge young people to further their educational and professional goals.

If you are looking to work for a state department that demands excellence, inspires staff to do their best and protects and enhances the state's environment, we invite you to apply for a position with the California Conservation Corps, the finest youth Environmental Restoration, Education, Workforce Development program in the world.

OFFICE TECHNICIAN (TYPING) FULL TIME / PERMANENT

SALARY

\$2,809 - \$3,515

FINAL FILING DATE

APRIL 11, 2016

POSITION LOCATION

NATIONAL CITY

RPA # 16-1151

QUESTIONS ABOUT THE JOB

RHODY SORIA

619-409-4382

OR VISIT OUR WEBSITE:

WWW.CCC.CA.GOV

SEND APPLICATION TO

CIVIL SERVICE RECRUITMENT DESK

1719 24TH STREET

SACRAMENTO CA 95816

Duties: Payroll: initiate & process payroll documents which includes corpsmember pay, posting corpsmember work hours into database daily, prepare monthly payroll reports for submission to Sacramento, update employee information & payroll adjustments into database, receive & distribute employee warrants, perform record & time keeping for AmeriCorps & EnergySmart jobs, assist with staff payroll as needed and respond to field staff & incoming public with inquiries regarding payroll transactions.

Personnel: prepare & complete intake paperwork for up to 35 new employees who include presenting information in a classroom setting. Prepare & process benefits & insurance plans, update employee leave records, process corpsmember transfers, conduct monthly RDO reconciliations & assist with

The young women and men of the Corps work hard protecting and restoring California's environment and responding to disasters, becoming stronger workers, citizens and individuals through their service.

RPA's as needed which includes preparing org chart, duty statement & job bulletin for submission to HQ.

Assist Center Director, BSO & Con Sup which, responsible for updating Full Time Equivalent (FTE's) on a weekly basis, acting secretary for Community Advisory Board which includes arranging all meetings, acting as point of contact , take minutes & make any necessary bank deposits. Responsible for entering & tracking Account Receivables in budget system along with assisting with travel accommodations, revolving fund advances and TEC's as needed. Supervise the Corpsmember office assistant which includes mentoring and assigning duties.

Workers' Compensation: monitor & track all cases and minor injury reports and point of contact for HQ, SCIF and Medical Doctors.

Perform receptionist duties including receiving and screening telephone calls, directing calls to the proper personnel, greeting the public and answering routine inquiries. Act as lead person to other clerical staff in the absence of the BSO and on occasional special projects. Must be available to provide office/clerical support to support Center emergency response.

Desirable Qualifications: Ability to act professionally and represent the department as the first point of contact in California Conservation Corps centers. Knowledge of office systems. Exhibit strength in character; respect the chain of command; possess unquestionable ethnics; demand excellence from others; and lead by example.

Who May Apply: Applicants currently at the Office Technician (Typing) level, or those who have eligibility for appointment or transfer to this classification. Training & Development (T&D) Assignments may be considered.

Please indicate RPA # 16-1151 in the job title section of your State application.